



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
CMC-MM
18 NOV 2004

WHITE LETTER NO. 10-04

From: Commandant of the Marine Corps

To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: SPECIAL DUTY ASSIGNMENTS NONCOMPLIANCE AND COMMAND
RESPONSIBILITIES

1. Marine Corps Special Duty Assignments sustain the existence of our Corps and contribute to our prestige and warfighting capability. Special Duty Assignments also serve as a means to broaden the professional depth of our enlisted ranks. Most importantly; however, they provide the means to recruit and train new Marines who are our future. Your command support and direct involvement with these assignments are critical.
2. Many commands have failed to fully execute their responsibilities to ensure support for Special Duty Assignments. The reality is that an average of 25% of the Marines assigned to Special Duty Assignments never even make it to Training Day-1 of their instruction. Basic Recruiter Course 1-05, which convened on 25 October 2004, illustrates our Corps' problem. Of the 212 Marines placed on orders, 100 reported in noncompliance with the screening checklist and 14 failed to report. This is totally unacceptable.
3. My guidance is simple--supporting the Global War on Terrorism is our priority, but we will not neglect Special Duty Assignments. I expect all Commanders and Sergeants Major to take the appropriate time and personal interest to ensure Marines selected for Special Duty Assignments are fully qualified. Careful adherence to our Special Duty Assignment Manual and the Commander's checklist, as well as communication with Enlisted Assignments, are keys to success in this area.

*We need immediate
and sustained action
in this area!*

M. W. Hagee